

DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT

POSITION SUMMARY: This department head position will partner with the City leadership team to develop and progress toward strategic goals and will guide the day-to-day operation of the Community and Economic Development Department. The scope of responsibilities includes technical, administrative, and professional work related to the areas of community development, economic development, inspections, and planning. This position requires a comprehensive understanding of the related laws, rules, regulations, ordinances, restrictive covenants, grants, and other contract requirements affecting land use, planning, and economic development in the City. The director of community and economic development position requires a basic understanding of the city's current infrastructure and capital improvement plans, as well as a basic understanding of municipal finance as it may affect economic development and community development block grants. Must have the ability to envision and implement strategies that achieve planning and economic development goals. Will play a pivotal role in the city's future.

SUPERVISION RECEIVED: Work is performed under the City Manager or designee.

SUPERVISION EXERCISED: Supervision is exercised over departmental personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Plan, organize, and direct all aspects of the Community and Economic Development Department, including budget, personnel, planning, and general administration. Assess department operations, staffing levels, facilities, and equipment. Develop departmental mission and long-term plans to realize goals in accordance with the City Charter, Comprehensive Master Plan, City vision, and needs.
2. Work cooperatively with the City Manager, City Attorney, relevant directors and department heads, leadership team, City Council, and staff at all levels of the organization, and others to establish priorities; develop goals, strategic plans, and policies; and implement a variety of projects.
3. Plan, coordinate, and lead the development, revisions, and implementation of the City's master plan. Implement the City's housing policies as defined in the housing needs assessment, analysis of impediments, and master plan. Research demographic and economic trends; develop/implement communication plans for solicitation of public input; attend meetings with City staff, neighborhood groups, businesses, property owners, developers, and public agencies.
4. Develop, interpret, and administer the City's master plan, sub-area plans, planning ordinances, zoning ordinances, subdivision ordinances, and other ordinances as applicable and under scope of authority. Oversee and coordinate all planning and zoning reviews including requests for land use changes and zoning variances. Interpret and administer the City's economic development strategies and other planning and economic development efforts
5. Provide effective leadership and mentoring of personnel; cultivate leadership in employees across the department. Support staff development in the areas of critical thinking skills, decision making, and program evaluation, with a focused priority on

continued staff development and succession planning.

6. Supervise personnel, evaluate performance, oversee training, and professional development, and confirm department staff has required certifications and licenses. Ensure proper labor relations and conditions of employment are maintained.
7. Confers with relevant directors and department heads on matters that may require their respective department's expertise and involvement. This may include, but is not limited to, facilities, finance, human resources, public safety, and information technology.
8. Build and maintain mutually beneficial relationships with local, state and federal planning, environmental protection, economic development, and housing and urban development agencies; county officials and leaders in adjoining communities, The Right Place; and The Rapid.
9. Confer with and provides leadership to the RBO and Building Inspections Supervisor. Ensure the inspections office operates within the requirements of the City Charter, City Code, and state law. Lead the development of inspections office mission and long-term plans to realize goals in accordance with the City Charter, City vision, and needs.
10. Solicit community vision from City Council, Planning Commission, residents, and businesses. Provide informed/educated projections and recommendations; develop action plans to align with vision; create implementation schedules for policies; regularly update the City Council and other boards and commissions.
11. Work cooperatively with Zoning Board of Appeals, Construction Board of Appeals, and Housing Board of Appeals. Attend and present at meetings as required.
12. Serve on and act as staff lead on the City's Development Review Team. Serve as staff liaison and coordinator for the Planning Commission, Construction Board of Appeals, Housing Board of Appeals, Zoning Board of Appeals, Downtown Development Authority (DDA), Economic Development Corporation (EDC), and Brownfield Redevelopment Board. May serve on other boards, committees, and commissions as assigned.
13. Oversee the administration of the City's HUD-funded community development and rehabilitation program, including HUD grant applications, compliance with grant requirements, preparation for and participation in HUD program audits, homeowner loan applications, preparation of homeowner loan documents, collection and enforcement of homeowner loan documents, and other actions to acquire and administer certain HUD housing programs.
14. Seek out and apply for grant opportunities related to CDBG, and community and economic development. As opportunities may arise, in cooperation with the City Manager, apply for special grants and implement projects using those grants funds. Work cooperatively with the finance department in the administration of grants.
15. Develop and implement programs and procedures regarding business recruitment, retention, and expansion. Establish a business retention call program and schedule that includes partnering with MEDC. Receive and evaluate requests for tax abatements and present recommendations to the city manager and City Council.
16. Investigate inquires and/or complaints made by residents, businesses, or other personnel;

may include follow up on corrective actions and ensuring that replies are provided.

17. Keep abreast of legislative and regulatory developments and current issues. Maintain cooperative relations with peer agencies, Boards and Commissions, residents, and other governmental units. Attend conferences, workshops, and seminars as appropriate.
18. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A Bachelor's degree in City and Regional Planning, Urban Planning, Public Administration, or a related field; or equivalent combination of education, training, and experience. A master's degree in Planning or Public Administration is desirable.
- B. Certification by the American Institute of Certified Planners required.
- C. Considerable experience in areas of responsibility including work related to planning and community development, CDBG, and supervising and training employees. Demonstrated ability to motivate employees and evaluate the work of others. Proven success in providing others the opportunity to grow professionally.
- D. Has established effective and cooperative working relationships and uses tact, good judgment, and resourcefulness when working with elected officials, boards and commissions, superiors, associates, subordinates, professional agencies, community partners, developers, vendors, volunteers, other organizations, and the public.
- E. Proven ability to think strategically, communicate effectively, and maintain favorable public relations. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- F. Possess excellent organizational skills and an ability to problem solve. Skill in organizing schedules and coordinating associated resources.
- G. Ability to think creatively to envision what is most desirable and to develop and implement concrete steps for achieving that result, including the ability to engage and collaborate with others inside and outside city government in those efforts.
- H. Ability to work to resolve differences or disputes and, at times, in an adversarial role when necessary to protect community interests. Demonstrate the ability to persuade others and analyze complex information.
- I. Excellent oral and written communications skills, including making well-honed presentations and drafting and reviewing complex documents.
- J. Extensive knowledge of local government administration, principles and practices including the principles and practices of city planning, community and economic development, inspections, zoning, redevelopment, and rehabilitation. Knowledge and understanding community development block grant programs and municipal finance.
- K. Demonstrate competence in gathering and analyzing data for the purpose of short- and

long-range planning and preparing accurate and timely reports, memoranda, letters, and responses to requests for information.

- L. Demonstrate proficiency in the use of information technology including, software applications related to areas of responsibility, and has the ability to quickly learn other technology as necessary. Extensive knowledge of Microsoft Word programs.
- M. Proven ability to maintain a professional leadership image to the organization and the public, both on and off duty. Ability to routinely demonstrate a commitment to the mission, vision, and values of the department and the City.
- N. Ability to critically assess situations, prioritize and manage multiple projects and tasks, solve problems, and work effectively under stress, within deadlines, and changing work priorities.
- O. Reasonable knowledge of the principles and practices of civil or architectural engineering, landscape architecture, and skill in the use of drafting instruments.
- P. Possession of a valid Michigan motor vehicle operator's permit.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee may need to lift and move items of moderate weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working in unsanitary environments. The employee may be exposed to uncontrollable circumstances, which may include businesses, personal residences, construction sites and in the public office. The employee may work in environments that include traversing uneven terrain at construction sites and in all types of weather conditions. The employee is required to drive in inclement weather.

October 2022